

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Traffic Systems Operator I

**Department:** Transportation

**Pay Grade:** 510

**FLSA Status:** Non-Exempt

**Job Code:** T727

#### JOB SUMMARY

The purpose of this classification is to optimize traffic signal systems and maintain the communication of the Advance Traffic Management System. Work also involves participation in field signal engineering and fine tuning of all traffic signal controllers and arterial coordination systems. Work is performed with wide latitude within established codes, regulations, and technical guidelines, and is reviewed by administrative superiors through conferences and reports.

#### ESSENTIAL JOB FUNCTIONS

- Monitors system capacity and flow; identifies and reports/repairs network communications/computing system problems; troubleshoots minor problems with hardware/equipment functionality, communicates clearly with information system support professionals about minor and major problems; utilizes ITS technologies such as variable message signs for broadcast to the traveling public; assists in making real-time decisions and communicates them to the public.
- Assists in diagnosing incidents and provides coordinated quick responses to traffic and incident problems by working closely with appropriate agencies; coordinates timing plan implementation; makes necessary database changes; gathers and disseminates information.
- Investigates and studies operational characteristics and signal operating plans where improvements are deemed necessary, ensuring contractors are performing work as designed and specified.
- Prepares plan assemblies for field controller systems including all necessary components, programs for controllers, plans for set up of assembly for testing and operational analysis to ensure accuracy and operation requirements prior to field installation.

- Installs and operates computer communication network switches for closed loop systems and isolated intersections; observes and makes remote timing and operational adjustments from the terminal.
- Installs, maintains, troubleshoots, tests, and calibrates traffic signal systems including traffic components, electrical components, relays, fuses, thermostats, load switches, circuit breakers, transformers, circuit boards, mercury switches, fans, and other components; inspects, cleans, maintains, and troubleshoots traffic signal controller cabinets, detectors, loops, conflict monitors, and other components; maintains signal head lenses, reflectors, and disconnects; wires and replaces signal heads, light bulbs, and other hardware; assembles flasher system signal heads; inspects and troubleshoots streetlights for blown fuses, bad bulbs, or other problems; opens and replaces broken pull boxes.
- Conducts inspections of traffic signal systems to ensure compliance with state and city standards and plans; inspects contracted repair projects and newly installed signalized intersections, loops, and other traffic components.
- Designs and performs timing adjustments to time based and signal coordination systems, observes existing signalized intersections and performs necessary timing adjustments for optimal performance.
- Designs and performs timing adjustments to time based and signal coordination systems, observes existing signal coordination to ensure safety of employees and other individuals; flags traffic through/around work sites; sets up detours, safety cones, barricades, barrels, and road/warning signs.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes and regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Attends meetings and serves on committees as needed; participates on review committees, safety committees, or other committees.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates computers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Responds to emergency maintenance issues for traffic signals on an on-call basis as needed.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in Civil Engineering required with concentration in Transportation; four (4) years of experience in traffic signal control repair, network communications/computing system and electrical standards or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Possess and maintain IMSA Signal Technician Level II certification.
- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).
- Class B Georgia Commercial Driver's License (CDL) preferred.

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **PHYSICAL DEMANDS**

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, odor, temperature and noise extremes, and traffic hazards.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*